

Spring AZELLA Reassessment Speaking Test Administration Tips

Incomplete Speaking Test

An incomplete Speaking test occurs when the student lithocode for the Speaking test does not have a completed Speaking attempt attached to it.

An incomplete Speaking test result means an Overall Proficiency Level will not be received for this student.

Follow the tips below to AVOID an incomplete Spring AZELLA Reassessment Score:

- Administer the Speaking test as soon as possible after completion of Listening, Reading, and Writing tests.
- Administer the Spring Reassessment early in the testing window to allow time for all students to complete the one-on-one Speaking test.
- Do NOT hang up the phone until you hear the message:
“Now the Speaking test is over. Please ask your teacher to hang up the phone.”
- For students arriving during testing window, complete the [Record for Transferred PHLOTE Students](#) form.

Impacts to the district/charter for incomplete Spring AZELLA Reassessments:

- Students who lack an Overall Proficiency Level from the current Spring AZELLA Reassessment must have a Placement Test administered to them in the fall to qualify for ELL funding.
- District/charter reports may be delivered late.
- May have a negative effect on school accountability.

Mismatched Speaking Lithocodes

A mismatched Speaking lithocode occurs when a student takes the Speaking test with a lithocode that is assigned to a different student's Test Book or Answer Document. To correct this error:

- Contact the [AZELLA State Test Coordinator](#)
- Request “Lithocode Correction Form”

Duplicate Speaking Test

A duplicate Speaking test occurs when the lithocode attached to a student has more than one completed Speaking test. Unlike Placement testing, there is not a prompt indicating the lithocode has a completed Speaking test score attached to it.

Impact to the district/charter for duplicate Speaking tests:

- Any or all district/charter reports may have late delivery

Questions? Email AZELLA@azed.gov

Interrupted Speaking Administration

If a Speaking test is interrupted, the lithocode can be reused. On the student Answer Document or the Test Book Speaking page (*see example*), list the following:

- Date and time the test interruption occurred
- Description of the interruption
- Initials of Test Administrator
- Date of re-administered Speaking test

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| Speaking Test Completion Date/Time: <u>02/25/2016</u> |
| Test Administrator's Name: <u>Jane Smith</u> |

02/25/16 1:35 pm - announcement went off JS 02/29/2016

Dual Label SPED/ELL Students

For guidance on how to test SPED students, whose IEP indicates a Speaking test is not appropriate:

- Contact the [AZELLA State Test Coordinator](#)
- Provide the student name, SAIS ID#, School name and grade